

**CHIEF HUMAN RESOURCES OFFICER  
Summative Appraisal Form**

Name \_\_\_\_\_

Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_

Date of Review \_\_\_\_\_

**Directions**

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

**Rating Scale**

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

**JOB PERFORMANCE STATEMENTS**

**Administrative Responsibilities**

- \_\_\_ 1. Provides updates and recommendations to keep the Superintendent informed on district human resource matters.
- \_\_\_ 2. Directs the planning, development, coordination and evaluation of operations of the human resources department including establishing department goals and objectives
- \_\_\_ 3. Oversees the management of the district's leave, health insurance, optional employee benefits, workers' compensation, and unemployment compensation benefit programs including overseeing relationships with insurance vendors and third party administrators.
- \_\_\_ 4. Recruits, trains and supervises department staff and make sound recommendations relative to personnel placement, assignment, retention, discipline, and termination. Ensures that department operations contribute to the attainment of district goals and objectives.
- \_\_\_ 5. Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- \_\_\_ 6. Accomplishes special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.
- \_\_\_ 7. Serves as the District's Policy Contact and oversees the development and maintenance of Board policies.
- \_\_\_ 8. Interprets policies and procedures and ensure support of officers, directors, principals, employees and other government agencies on employment, record keeping, retirement, grievance, and other personnel matters and procedures.

- \_\_\_ 9. Ensures compliance with local, state and federal laws regarding human resources management and development. Stays abreast of state and federal public policy changes that could affect the district. Implements the policies established by federal and state laws, State Board of Education rule, and local board policy in the area assigned.
- \_\_\_ 10. Supervises the Transportation Director and the administrative operations and activities of the Transportation Department.
- \_\_\_ 11. Supervises the School Health Services Coordinator and the administrative operations and activities of the district's School Health Program.
- \_\_\_ 12. Develops and administers the human resources budget based on documented needs and ensures that operations are cost-effective and funds are managed wisely.
- \_\_\_ 13. Oversees personnel records management and ensures compliance with the state records management program.
- \_\_\_ 14. Serves as the District's Title IX Coordinator.
- \_\_\_ 15. Serves as the District's Election Coordinator.
- \_\_\_ 16. Attends regular meetings of the Board of Trustees.

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_

**Personnel Management**

- \_\_\_ 17. Supervises, evaluates, and provides guidance for the job performance of Employee Benefits and Support Services Coordinator, HRIS Coordinator, HR Coordinator, Employee Benefits Secretary, Human Resources Specialist(s), Secretary for Chief Human Resources Officer, Receptionist(s) and the Transportation Director.
- \_\_\_ 18. Establishes written processes and procedures relative to all aspects of Human Resources, Employee Benefits and Support Services and the Transportation Department to ensure effective execution of staff responsibilities for the various departments under the Chief Human Resources Officer. Defines the duties of the personnel under the Chief Human Resources Officer.
- \_\_\_ 19. Establishes systems for verification to ensure accurate execution of job duties and responsibilities related to all areas for the departments under Chief Human Resources Officer. Evaluates job performance of employees to ensure effectiveness.
- \_\_\_ 20. Establishes standards operational, organizational and procedures handbook for respective offices under the Chief Human Resources Officer. Develops training options and/or improvement plans to ensure exemplary operations.
- \_\_\_ 21. Ensures accountability in employee performance with appropriate and documented administrative action, as necessary.
- \_\_\_ 22. Recruits, trains, and supervises personnel and makes sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
- \_\_\_ 23. Promotes a positive work environment that fosters high staff morale and excellence in the district.
- \_\_\_ 24. Serves as liaison between the Superintendent's Office and staff.

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_

**Community Relations**

- \_\_\_ 25. Assists the Superintendent with developing and publicizing press releases, notices, reports, presentations and briefings related to the vision, mission, and goals of the district.
- \_\_\_ 26. Represent the District and Superintendent at public events and in various capacities with government and community organizations as assigned.
- \_\_\_ 27. Demonstrates awareness of district and community needs and initiates activities to meet those needs.
- \_\_\_ 28. Involvement in community organizations to network for possible employment candidates.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Other Related Duties**

- \_\_\_ 29. Ensures that department operations contribute to the attainment of district goals and objectives.
- \_\_\_ 30. Attends board meetings regularly and make presentations to the board.
- \_\_\_ 31. Participates in professional development activities to maintain current knowledge of human resources rules, regulations, and practices.
- \_\_\_ 32. Maintains confidentiality of information.
- \_\_\_ 33. Performs other duties assigned by Superintendent.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

What strengths does \_\_\_\_\_ possess?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summative Conference Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

Renewal and/or Extension of Assignment

Non-renewal of Assignment

Termination of Assignment

Non-extension of Assignment

\_\_\_\_\_  
Administrator (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date